

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 90-2**

3 APRIL 2000

Command Protocol

**PROTOCOL FUNDS AND MEMENTO
MANAGEMENT**

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Supersedes AFSPCSIG90-262, 15 Jan 97.

Certified by: DSP (Col Jill B. Mahr)
Pages: 5
Distribution: F

This checklist reflects Command requirement for management of Protocol memento inventories and Official Representation Funds.

SUMMARY OF REVISIONS

This checklist has been revised to update references.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklist will not be supplemented. Units may produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit OJT program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

PATRICK J. CARR, Col, USAF
Director of Staff

Attachment 1

PROTOCOL FUNDS AND MEMENTO MANAGEMENT

Table A1.1. Checklist.

SECTION 1: NONAPPROPRIATED SPECIAL MORALE AND WELFARE (SM&W) MEMENTO INVENTORY			
MISSION STATEMENT: Develops concepts for and implements SM&W memento inventory program in AFSPC. Implements program to ensure the best possible information is delivered to command decision-makers when and where they need it. NOTE: All references are from AFI 34-201, Chapter 12, unless otherwise stated.			
1.1. CRITICAL ITEM:	YES	NO	N/A
1.1.1. Is advance approval obtained from the commander or the commander's designee (Director of Staff/Joint Secretary) prior to all SM&W expenditures? (Para 12.2.1.1)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the designated memento custodian maintain a stock record for each type of memento for a perpetual inventory system with a clear audit trail for items purchased, and a record of purposes and events for which items were issued? (Para 12.3.3.1)			
1.2.2. Is a memento inventory inspection accomplished by an impartial party annually (FM schedules) and a report provided to the commander? (Para 12.3.3.2)			
1.2.3. Does FM certify that Appropriated Funds (APF) are not authorized before SM&W funds are used? (Para 12.2.4)			
1.2.4. Are mementos presented only to authorized recipients? (Para 12.4, 12.4.4, 12.4.4.1 and AFSPCI34-201, Para 5.1)			
1.2.5. Is the aggregate cost of SM&W mementos purchased and presented by a DoD official to an authorized recipient not in excess of \$20.00? (Para 12.4.4.1)			
1.2.6. Has the memento custodian established sound stock control procedures? (Para 12.3.3)			
1.2.7. Are inventory items purchased with SM&W funds separated from items purchased with Official Representation Funds (ORF) or other funds? (Para 12.3.3.3)			
SECTION 2: OFFICIAL REPRESENTATION FUND (ORF) MEMENTO INVENTORY			
MISSION STATEMENT: Develops concepts for and implements ORF memento inventory program in AFSPC. Implements program to ensure the best possible information is delivered to command decision-makers when and where they need it. NOTE: All references are from AFSPC Sup 1 to AFI 65-603, unless otherwise stated.			

	YES	NO	N/A
2.1. CRITICAL ITEM:			
2.1.1. Are funds certification and reservation of funds accomplished before ordering mementos and are after-the-fact submissions processed through the appropriate approving official? (Para 7.2.1 and 7.3.2)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Is a perpetual inventory, with a clear audit trail of mementos purchased and later issued by name and title of recipient, maintained during the life of the stock? (Para 8.1)			
2.2.2. Is there an annual physical inventory made by impartial personnel who reconcile the beginning inventory, purchases, and items presented, to the inventory on hand and report findings to the designated ORF approval official and file the report with inventory records for audit purposes? (Para 8.2)			
2.2.3. Are all requests for withdrawal from stock approved by the commander or designee (Director of Staff)? (Para 8.2)			
2.2.4. Are mementos presented only to authorized recipients? (Para 4)			
2.2.5. Is there an inventory control log that provides the item description, source of purchase, number of units purchased, unit price, date received, recipient's name and position, and date issued? Are inventory control logs maintained for audit purposes? (Para 8.3.1 and 8.3.3)			
2.2.6. Has the commander/designee appointed (in writing) primary and alternate memento custodians from outside Financial Management and Comptroller, to administer the ORF inventory? (Para 8.2)			
2.2.7. Is a Certificate of Conformance statement typed or stamped on all bills, invoices, or vouchers: "I certify that the services have been received and were accepted on (day, month, year)"? (Para 7.5.5)			
2.2.8. Are inventory items purchased with ORF funds separated from items purchased with SM&W or other funds? (AFI 34-201, Para 12.3.3.3)			
2.2.9. When mementos are issued from stock, is an entry made on the inventory control log identifying the recipient and the occasion for issuance? (NOTE: Memento presentations from ORF stock costing less than \$20.00 each may be identified to events or generic categories of recipients.) (Para 8.1)			
2.2.10. Are hosts, other than the commander/designee, specifically authorized in writing to present mementos to dignitaries/officials in extenuating circumstances? (Para 4)			

SECTION 3: OFFICIAL REPRESENTATION FUNDS (ORF)

MISSION STATEMENT: Develops concepts for and implements ORF program in AFSPC. Implements program to ensure the best possible information and financial support is delivered to command decision-makers when and where they need it. **NOTE:** All references are from AFSPC Sup 1 to AFI 65-603, unless otherwise stated.

3.1. CRITICAL ITEM:	YES	NO	N/A
3.1.1. Are funds certification and reservation of funds accomplished before the event and are after-the-fact submissions processed through the appropriate approving official? (Para 7.2.1 and 7.3.2)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Are all requests for ORF reviewed for propriety, certified funds availability, and approved by the commander or his designee? (Para 7.1, Para 7.1.1 and 7.1.2)			
3.2.2. When the commander delegates host responsibilities to other individuals, is written authorization provided on a case-by-case basis? (Para 6.1)			
3.2.3. Do ORF funds and memento requests (usually submitted on AF Form 1768) provide the following: purpose of the visit/function, date and type of visit/function (lunch, light refreshments, etc.), command host, name and title of ORF-qualifying guest of honor, guest list including DoD to non-DoD ratio (if applicable), and category? (Para 2 and Para 7.4)			
3.2.4. When required, is AFSPC Form 110 submitted in a timely manner to allow for commitment of funds before the function is held? (Para 7.3 and Para 7.3.1)			
3.2.5. Does the aggregate cost of mementos purchased (to include engraving, gift box, etc.) and presented to an authorized individual by DoD officials, not exceed the current authorized limit? (Para 4)			
3.2.6. Are ORF source documents kept on a function-by-function basis to furnish data on how and why these funds are used? (Para 8.2)			
3.2.7. Has the commander/designee formally appointed in writing primary and alternate ORF custodians from outside the Financial Management and Comptroller Office to administer ORFs used for purchases? (Para 8.2)			
3.2.8. Are guest ratios observed and adhered to while extending proper courtesies to guest of honor? (Para 1.2 and 1.3)			
3.2.9. Are only authorized individuals entertained? (Para 3.4)			
3.2.10. Are courtesies extended only by personnel authorized to be hosts? (Para 6)			
3.2.11. Do all DoD personnel authorized to expend ORFs personally monitor the use of such funds to ensure the highest order of propriety and integrity of all expenditures? (Para 9.2)			

3.2.12. If use of ORF for purposes not authorized in AFI 65-603 are required, is prior approval from the Office of the Secretary of the Air Force obtained? (Para 10)			
3.2.13. Upon completion of event, are bills organized and filed by type of purchase; i.e., IMPAC or AFSPC Form 110? Supporting documentation should include Certificate of Conformance statement (see Section 2.2.7 above), vendor name and address, type of function, category, date, receipts and approved copy of AF Form 1768. (Para 7.5.5)			